

HHSDC Training Center

9323 Tech Center Drive, Ste. 100

Sacramento, CA 95826

(916) 739-7502

FAX: (916) 739-7779

TDD: (916) 454-7226



HIPAA Training

The HHSDC Training Center offers a variety of **HIPAA training courses** available for **group purchase** at your site or ours. These courses cover the following HIPAA topics:

- ⊗ *HIPAA Overview*
- ⊗ *Privacy*
- ⊗ *Security*
- ⊗ *Transactions, Code Sets, and Identifiers*
- ⊗ *Electronic Data Interchange (EDI)*
- ⊗ *EDI Gap Analysis*
- ⊗ *ASC X12 Syntax*
- ⊗ *HIPAA Implementation Planning*

You may choose among four training providers – Covansys, Gartner Consulting, KPMG Consulting, and PricewaterhouseCoopers LLP – and a variety of courses offered by each provider.

To schedule a class, simply contact the HHSDC Training Center at (916) 739-7502. See page 2 for more information.

Scheduling instructions..... page 2
Course descriptions..... page 3
Course fees and maximum class sizes..... page 8

SCHEDULING INSTRUCTIONS

Have your training coordinator call the HHSDC Training Center at **(916) 739-7502**. They will need to provide the following information:

1. Desired class(es) & training provider
2. Location and preferred date(s) of the training
3. Attendee name(s) – can be provided at a later date
4. Invoicing address (course fees will be billed to your organization after the completion of each course)

The HHSDC Training Center will work with the HIPAA training provider to schedule the training you want. We will send you a written confirmation of the class(es) when all arrangements have been completed.

Cancellations: Scheduled classes must be cancelled by ten (10) working days prior to the course, or your department will be charged 50% of the course fee. Cancellations on or after five (5) working days prior to the class date will be subject to the full course fee.

Classes in Sacramento will be held at the **HHSDC Training Center**. We are located at **9323 Tech Center Drive, Suite 100, in Sacramento**. Tech Center Drive is located one block south of the intersection of Folsom Blvd. and Mayhew Road, between Bradshaw and Watt. Plenty of free parking is available. **A map to the Training Center may be viewed/printed by going to our web site at www.training.ca.gov.**

Classes may also be scheduled at your site. To help the instructor arrive in a timely manner, please provide us with the full address, directions, parking information, and any special instructions for accessing the building.

HIPAA Course Descriptions

Note on course differences: The vendors' courses of similar title are also similar in content. Differences in course length are due to each vendor's particular approach to HIPAA training.

KPMG Consulting

HIPAA Overview (2 hours) Intended for anyone with HIPAA implementation and compliance responsibilities. This seminar will: explain the purpose of HIPAA; describe components of administrative simplification, transactions, code sets, security and privacy; define the covered entities and potential impacts to an organization; explain the regulatory process and timeline; provide resources; and describe various organizational structures for HIPAA. Upon completion of this seminar, the attendee will understand HIPAA, Administrative Simplification, and the potential impacted areas of their organization. They will know what resources they should access to obtain information and to follow the regulatory process. They will be able to create a HIPAA program at their organization.

HIPAA Privacy (3 hours) Intended for managers, business experts, IT staff, and others responsible for HIPAA compliance. This seminar will: define HIPAA privacy regulation in detail; explain how to conduct a privacy gap analysis; and review industry privacy initiatives. Attendees will understand the privacy regulation and know how to conduct a gap analysis for their organization. They will be able to work with vendors and business associates to develop procedures to ensure compliance. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

HIPAA Security (3 hours) Intended for managers, business experts, IT staff, and others responsible for HIPAA compliance. This seminar will: define HIPAA security regulation in detail; explain how to conduct a security gap analysis; and review industry security initiatives. Attendees will understand the security regulation and know

how to conduct a gap analysis for their organization. They will be able to work with vendors and business associates to develop procedures to ensure compliance. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

Transactions, Code Sets, and Identifiers (3 hours) Intended for managers, business experts, IS EDI or application staff, and business analysts. This seminar will: define EDI and review HIPAA transactions; explain how to implement EDI to improve business processes; describe Transaction Standards Setting process; explain Data Standards Maintenance Group and their process for changing HIPAA transactions; define Code Sets; describe the national process to obtain new codes; define Identifiers; and describe how to conduct a gap analysis. Attendees will understand the transactions and how to implement them to improve business processes. They will be able to conduct a transaction, code set and identifier gap analysis. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

Planning for and Implementing EDI (4 hours) Intended for managers and IS EDI staff or application staff. This seminar will: describe business process analysis; review technology options (hardware, software, communications, clearinghouses, web portals, and pricing models); EDI implementation planning steps; and provide sample EDI job descriptions. The attendee will be able to create an EDI strategy to achieve the most effective implementation. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

(continued on next page)

Introduction to ASC X12 Syntax (4 hours)

Intended for business experts and analysts, and IS EDI staff or application staff. This seminar will: define how X12 formats enable EDI; explain how to read X12 syntax and how the structure works; explain how X12 standards are created or changed; review the HIPAA guide layout and define usage terminology; review one transaction (e.g., 270 eligibility inquiry); perform exercises to demonstrate understanding. The attendee will be able to define application and business process gaps using the national HIPAA transaction implementation guidelines. *Prerequisites:* Completion of **Planning for and Implementing EDI** is required. Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

How to Conduct a HIPAA EDI Gap Analysis (2 hours)

Intended for managers, IT EDI staff or application staff, and business analysts. This seminar will: map current data needs to new standard; describe what tools are available; describe what you should analyze; and define who should be involved. Attendees will know how to conduct a gap analysis for EDI and transactions. *Prerequisite:* Completion of **Planning for and Implementing EDI** is required. Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

HIPAA Implementation Planning (2 hours)

Intended for managers and professional staff. This seminar will: fill policy gaps; reconcile systems and processes to fill unidentified gaps; describe how to provide on-going training and a training plan. Attendees will know how to do a complete HIPAA Implementation Plan for their agency. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

Gartner Consulting

HIPAA Overview (3 hours) Intended for anyone with HIPAA implementation and compliance responsibilities. This course is a high-level introduction to key HIPAA areas. This course will address the intent of HIPAA's legislation, its compliance requirements, compliance timelines, and opportunities for achieving organizational compliance. Participants will learn who should be

involved in the compliance effort and how security and privacy requirements will affect the organization's business processes. Attendees will learn where and how HIPAA compliance defines and imposes organizational and personal liability.

HIPAA Privacy and Security (4 hours)

The issues of Security and Privacy are often mistaken as being one and the same. This course takes an in-depth look at the definitions of each. This course will be most beneficial for those who have policy-making and compliance responsibilities in their organizations or those who need to understand security and privacy because they are developing technical solutions to implement policies. The workshop for this class will entail drafting HIPAA-compliant Security and Privacy Policies. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

Transactions, Code Sets, and Identifiers (4 hours)

This class goes into some of the more technical details of what is required by the finalized HIPAA rules. Attendees should be comfortable with basic terms used in the management of healthcare technology. The class will facilitate HIPAA compliance by giving attendees the chance to:

- Clarify their understanding of HIPAA rules
- Learn which parts of the rules may apply to their organizations
- Understand the timelines for compliance
- Discuss the technical standards required by HIPAA for transaction standards and code sets

The workshop portion of the class will be for attendees to develop (from a template) a HIPAA Technical Compliance Checklist that fits the needs of their organizations. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

(continued on next page)

HIPAA and Business Processes (4 hours)

HIPAA offers opportunities to reevaluate and automate business processes. This class discusses some of the places where public sector healthcare organizations are most likely to be able to improve business processes. Attendees should be familiar with the business processes currently in place in their organizations. A strong understanding of technology is not necessary. The workshop for this class will focus on learning how to take advantage of HIPAA opportunities through the analytical use of business flow diagrams. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended. Familiarity with HIPAA privacy and security regulations is also recommended.

HIPAA Project Planning (4 hours) This course is designed specifically for HIPAA compliance project managers. It discusses in detail the planning process for bringing an organization into compliance with HIPAA rules. Based on principles from the Project Management Institute (PMI), the materials provided in this class will aid the project manager in the development of an appropriate project schedule and other project tools. Information from Gartner's HIPAA Best Practices Group will be shared with attendees. The workshop will consist of developing a HIPAA project management checklist and draft project schedule. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

Covansys

HIPAA Overview (3 hours) Intended for anyone with HIPAA implementation and compliance responsibilities. This overview is designed to offer insight to the Health Insurance Portability and Accountability Act (HIPAA) and Administrative Simplification (AS) from both historical and contemporary perspective. A brief but comprehensive overview of the legislation's mandates is presented to those responsible for endorsement of HIPAA strategic planning. Discussions will outline recommendations for business planning strategies, and describe the benefits of HIPAA implementation and return on investment (ROI) strategies. Participants will examine the following topics:

- ✓ Fundamentals of HIPAA and Administrative Simplification
- ✓ Organization impacts: financial, technical, administrative
- ✓ Timelines for compliance
- ✓ Penalties and ultimate responsibility for non-compliance
- ✓ Potential benefits of HIPAA
- ✓ Future of eCommerce in healthcare
- ✓ Planning for HIPAA compliance

HIPAA Privacy and Security (1 day) Intended for technical personnel, and those charged with HIPAA remediation. HIPAA privacy and security fundamentals are explored in this module. Discussions will include an overview of proposed administrative, technical and physical privacy and security requirements. This module will address why changes to both business process and technical structure will need to be made to become HIPAA compliant. Informative lessons will train the participants in the specific regulations surrounding privacy and security and provide an awareness of the many areas within an organization that may be impacted. Within each group activity, participants will focus on privacy and security issues to gain an awareness of the intent of the standards, instructions on identifying vulnerabilities and risks, and an understanding of the potential benefits of improved measures to ensure the confidentiality of protected health information. Participants will gain knowledge of the following key elements:

- ✓ Understand basics of Administrative Simplification (AS) re: Privacy and Security Regulations, Intent & Purpose, Implementation timelines, and "Force of Law"
- ✓ Develop awareness of intended focus of the regulations
- ✓ Gain awareness of scope of the regulations for privacy and security
- ✓ Understand differences between privacy and security

(continued on next page)

- ✓ Review the specific requirements and implementation features within each major security category area:
 - Administrative Procedures
 - Physical Safeguards
 - Technical Security Services
- ✓ Learn how to identify privacy and security vulnerabilities in the typical organization
- ✓ Review the risks and penalties of non-compliance
- ✓ Understand the applicability of the regulations to the current industry environment
- ✓ Discuss the roles of Privacy Officer and Security Officer
- ✓ Develop an understanding of the potential benefits of privacy and security standards
- ✓ Learn the requirements for education within the privacy and security regulations
- ✓ Understand the concepts behind terms such as:
 - “Use”
 - “Disclosure”
 - “Authorization”
 - “Consent”
 - “Permitted Uses”
 - “Minimum Necessary”
- ✓ Review implications of final regulations expansion to include all forms of patient information (electronic, paper, oral)
- ✓ Consider impact of regulations on “normal healthcare operations”
- ✓ Understand the compliance issues related to distinction between confidentiality and privacy

Transactions, Code Sets, and Identifiers (1 day)

Intended for technical personnel, and those charged with HIPAA remediation. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended. The first wave of HIPAA compliance activities surrounds the standardization of identified healthcare related transactions, standard code sets for diagnoses and procedures, and unique identifiers. This course focuses on learning the rules about TCI from legislative intent through implementation. The informative portions of the course will instruct the participants in the specific transaction requirements. Group exercises and activities will provide opportunities for the participants to learn how to differentiate the transaction types and will discuss which business processes are most likely to be impacted by the changes to each specific transaction, code set or

identifier. The interactive workshop components sessions will focus on identifying implementation challenges within current organizational processes. Participants will gain knowledge of the following key elements:

- ✓ Specifications and uses for HIPAA mandated transaction types:
 - Role of HIPAA standards in context of eBusiness
 - Identification of those organizations responsible for standards development
 - Standards which are not yet mandated by HIPAA
 - Transaction sets flow
 - Using the Implementation Guides
 - Understanding transaction applications for:
 - Enrollment and disenrollment from health plans
 - Eligibility of health plan
 - Claims and coordination of benefits
 - Claim status
 - Health plan premium payments
 - Health care payment and remittance advices
 - Referral certification and authorization
- ✓ Specifications and uses of Code Sets, including:
 - Code set fundamentals
 - Business functions addressed by code sets
 - Definition of Explicit and Implicit code sets
 - Elimination of homegrown codes
 - Typical organizational areas which use code sets
- ✓ Specifications and uses of Unique Identifiers, including:
 - Identification of proposed standards for Ids
 - Internal vs. external use of identifiers
 - Typical organizational areas which use Unique Ids
 - How proposed standards will affect business practices
- ✓ Identification of potential implementation hurdles
- ✓ Fundamentals of HIPAA
- ✓ Contemporary issues relative to the legislation’s enactment
- ✓ Benefits of eBusiness strategies

(continued on next page)

Defining an Effective HIPAA Program

Management Office (1 day) Intended for all levels of staff. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended. The most successful HIPAA compliance program experiences are realized with the establishment of an effective HIPAA Program Management Office (HPMO). The size and scope of the HPMO will be contingent upon the availability of sufficient resources and skills within the organization. This module will provide a basic overview of HPMO operations. Participants will gain an understanding of the key principles of a successful HPMO, including:

- ✓ Establishing program scope statement
- ✓ Role of sponsors and key stakeholders
- ✓ Interrelationships of project plans
- ✓ Effective allocation of resources
- ✓ Budgeting to achieve ROI
- ✓ Change control process
- ✓ Status review and reporting
- ✓ Issues management process
- ✓ Establishing contingency plans

PricewaterhouseCoopers

HIPAA Overview (2 hours) Intended for anyone with HIPAA implementation and compliance responsibilities. This course will provide an overview of the HIPAA regulations associated with portability and administrative simplification - privacy, transaction code sets/Electronic Data Interchange, and security standards. By interactive instruction and class participation using practical examples, the course covers the intent of the law, components of the law, and the impact it will have on state and local government organizations as well as issues to consider for managing a HIPAA implementation. Students will receive a course binder outlining the information presented in the class session and practical suggestions and tools for managing a HIPAA implementation from structure through rollout.

HIPAA Privacy (3.5 hours) Intended for managers, business experts, IT staff, and others responsible for HIPAA compliance. Through interactive instruction and case study, this course

is designed to give individuals a detailed understanding of the specific privacy regulations and their impact on day-to-day operations. The class will help train new Privacy Officers in an organization. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

HIPAA Security (3.5 hours) Intended for managers, business experts, IT staff, and others responsible for HIPAA security compliance. Through interactive classroom instruction, this course will give individuals a detailed understanding of the specific security regulations and their impact on day-to-day operations. This class is geared toward training Privacy Officers and systems security personnel in an organization. *Prerequisite:* Technical and functional responsibility for managing systems security. Also, completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

Transactions, Code Sets, and Identifiers (3.5 hours) Intended for managers, business experts, IS EDI or application staff, and business analysts. Through interactive classroom discussion, this class will give individuals a detailed understanding of the specific transaction code sets and Electronic Data Interchange regulations and their impact on day-to-day operations. *Prerequisite:* Technical systems knowledge of Electronic Data Interchange and transaction processing. Additionally, completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

HIPAA Project Management Workshop (3.5 hours) Through classroom instruction and computer-based presentations, this course is designed to give individuals responsible for managing a HIPAA initiative the project management skills and tools to oversee efficiently and effectively a complex project. The course will focus on allocating resources, budgeting, tracking and monitoring a project with an enterprise-wide impact. Students will receive practical suggestions and tools for project managing a HIPAA initiative. *Prerequisite:* Completion of any session of **HIPAA Overview**, or equivalent knowledge, is recommended.

HIPAA Training Price List

Curricula listed by Contractor

Covansys				
Course Title	Class Length	Minimum Enrollment per Session	Maximum Enrollment per Session	On-Site Fee per Session
HIPAA Overview	3 hours	1	100	\$7,500
HIPAA Privacy and Security	1 day	1	60	\$9,000
HIPAA Transactions, Code Sets, and Identifiers	1 day	1	60	\$9,000
HIPAA: Defining a Program Management Office	1 day	1	60	\$9,000
Gartner Consulting				
Course Title	Class Length	Minimum Enrollment per Session	Maximum Enrollment per Session	On-Site Fee per Session or Student
HIPAA Overview	3 hours	1	100	\$4,750
HIPAA Privacy and Security	4 hours	12*	25	\$300 per student
HIPAA Transactions, Code Sets, and Identifiers	4 hours	12*	25	\$300 per student
HIPAA Project Planning	4 hours	12*	25	\$300 per student
HIPAA and Business Process	4 hours	12*	25	\$300 per student
* Can be scheduled on-site if at least 12 seats purchased, even if less than 12 students attend.				
KPMG Consulting				
Course Title	Class Length	Minimum Enrollment per Session	Maximum Enrollment per Session	On-Site Fee per Session
HIPAA Overview	2 hours	1	100	\$5,250
HIPAA Privacy	3 hours	1	100	\$6,900
HIPAA Security	3 hours	1	100	\$7,050
HIPAA Transactions, Code Sets, and Identifiers	3 hours	1	100	\$6,900
HIPAA: Planning for and Implementing EDI	4 hours	1	25	\$6,525
HIPAA: Introduction to ASC X12 Syntax	4 hours	1	25	\$6,600
HIPAA: How to Conduct an EDI Gap Analysis	2 hours	1	50	\$4,950
HIPAA Implementation Planning	2 hours	1	50	\$5,025

PricewaterhouseCoopers LLP				
Course Title	Class Length	Minimum Enrollment per Session	Maximum Enrollment per Session	On-Site Fee per Session
HIPAA Overview	2 hours	1	100	\$4,675
HIPAA Privacy	3.5 hours	1	40	\$7,350
HIPAA Security	3.5 hours	1	40	\$7,350
HIPAA Project Management	3.5 hours	1	40	\$7,350
HIPAA Transactions, Code Sets, and Identifiers	3.5 hours	1	40	\$7,350

Terms and Conditions for On-Site HIPAA Training

HHSDC PROVIDES:

- A qualified instructor and all necessary course materials.

CUSTOMER PROVIDES:

- A suitable classroom or conference room for the desired training class(es).
- A map and/or directions to the training location at customer's site.

OTHER TERMS:

- Customer will not allow more than the maximum number of students to attend each session.
- Customer will have all students attending a session print their names on a roster for each session at the customer's site. Rosters must clearly identify the course title and date.
- Customer will fax the completed rosters to (916) 739-7779, Attn: HIPAA Training Coordinator, upon completion of each training session.

CANCELLATIONS:

- Customer must cancel prior to ten (10) working days before the day of class, or 50% of the course fee will be charged. Cancellations made five (5) or fewer working days prior to the class date will be subject to 100% of the course fee.

PAYMENT TERMS:

- The above charges include instructor travel and per diem, course materials, and all other fees and incidental expenses.
- All on-site classes will be billed at the above rates.
- Upon scheduling of any session at the customer's site, the customer will provide to the HHSDC contact person the address to which the invoice for training will be sent..
- HHSDC will bill in arrears of each session presented at the customer's site.